

4 December 1970

MEMORANDUM FOR: Chief, Forms Management Staff

SUBJECT : Use of NCR paper for Agency Forms

1. At the Records Management Board meeting on Thursday 3 December 1970 the subject of faded, unmicrofilmable copies on NCR paper was brought up and discussed. It seems that more and more files are found to contain old records with ditto or NCR copies which have faded to such an extent that the text is no longer readable and cannot be copied by a copy machine or micro-film camera.

2. When the record copy is the original typed or written page there is no problem. Also if the copies are temporary work papers to be destroyed after a year or two the file has no problem. But now that we are reviewing old files we are finding many unusable documents.

3. The recent activity and interest by many offices in filming their records and doing history research, as well as our own effort to establish the Agency Archives has uncovered more and more instances wherein the offices have put ditto and NCR copies into their permanent files with serious losses of documentation.

4. Although I recognize the advantages of NCR use, the complaint you and I received at our meeting with Logistics last month, the memo of 24 September from Finance, and these comments at the Board meeting yesterday, do require a formal study of the complaints. Consequently, during December we must complete a serious review of our policies and uses of NCR papers. Please let me know if your records can give me for my use a listing of the Agency forms now being printed on NCR paper. This list should contain, to help in our analysis: (a) the Form number, (b) date (c) title (d) OPI (e) Average Annual Volume (f) Overseas or Headquarters Authorized use. I went thru the machine list and only found a few on NCR paper. There must be more. I will appreciate your comments, evaluations, and recommendations on the problem. Finally, let's get together as early as possible and discuss some research we can conduct and our plans for a meeting we should have with the NCR representatives.

*List of  
22  
attached  
to my*

STATINTL

  
CIA Records Administration Officer

DDS/SSS/RAE  dd (4 Dec. 70)

STATINTL

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**Next 1 Page(s) In Document Exempt**

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*Diag. 10/24/70*

*30 Oct 70*  
*1 Jan*  
*see 4 Dec*

SPEED LETTER	REPLY REQUESTED			DATE 9/24/70
	YES	NO	NO	LETTER NO.

TO : Records Administration Branch  
ATTN:

FROM: [REDACTED] Office of Finance STATINTL

I would like to put on record my comments regarding the new Form 140a.

At first it seemed like an excellent idea to put the form on NCR paper, but we have the following problems:

Records Center gets the original copy, so our file copy is a blue copy. This blue copy does not Xerox at all well -- we find this a problem when making an extra for the Operating Division B&F offices.

The typist cannot erase her errors -- we are doing an awful lot of "X"ing out.

When referring to the files to order material from Records Center, the users of the files constantly forget that the NCR paper writes through. All kinds of notes are written across the shelf lists.

The paper is thicker, increasing the thickness of the files.

If, as [REDACTED] says, the blue copies fade, Finance will have a real problem, with so much material on lengthy retention.

STATINTL

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REPLY

DATE

SIGNATURE

RESPONDER'S FILE

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RAB

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UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	[REDACTED]				
2					
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		X	INFORMATION	SIGNATURE	
Remarks:					
During the past year the National Archives took over the Federal Government's Standard Forms from the Bureau of the Budget.					
The GSA Bulletin requests the name of a Forms Liaison Officer.					
By [REDACTED] I am responsible for Liaison with National Archives. I believe the attached response should be sent.					
[REDACTED]					
RETURN TO SENDER					
S AND PHONE NO.				DATE	
Records Admin Off. 27 Jul '70				61-CIA-RDP74-00390R00030001-1	
CONFIDENTIAL				SECRET	

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7/30/70  
revised by [redacted]

STATINTL

Dr. James B. Rhoads  
Archivist of the United States  
General Services Administration  
Washington, D. C. 20405

Dear Dr. Rhoads:

In response to your GSA Bulletin of July 2, 1970 (FPMR B-23) please be advised that the CIA Records Administration Officer, [redacted] will continue to provide the necessary liaison with the National Archives and Records Service on records management matters including forms management.

Assisting him with the Government Standard and Optional Forms [redacted] Chief, Forms Management Branch. Either Mr. [redacted] may be reached on [redacted] or at the mailing address above.

STATINTL

Please contact me further on this program when you find it necessary.

Sincerely,

R. L. Bannerman  
Deputy Director  
for Support

DDS/SSS/RAB/[redacted]:fms (27 July 1970)

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